

---

# California High School Exit Examination (CAHSEE)

---



## Understanding the 2014–15 CAHSEE

---

### Annual Notification

- Information for Local Educational Agency and School Staff
- Materials for Communicating with Parents and Guardians

**May 2014**

---

Prepared by the  
California Department of Education

# Table of Contents

<b>Introduction</b>	3
 <b>Section 1. Information for Local Educational Agency and School Staff</b>	
Program Overview	5
Legal Requirements for Parent and Guardian Notification	8
Notifying Adult Students	9
Testing Dates and Guidelines	9
 <b>Section 2. Materials for Communicating with Parents and Guardians</b>	
Sample Notification Flyers	12
Sample Reminder Letters	16
Parent/Guardian Brochure	20
Newsletter Inserts	22
 <b>Resources</b>	
Glossary of Terms and Acronyms	31
Resources Available on the Internet	32

# Introduction

The purpose of the *Understanding the 2014–15 CAHSEE: Annual Notification* packet is to provide information and resource materials for local educational agency (LEA)\* and school staff to prepare special mailings and notifications about the CAHSEE requirement.

Notifying parents or guardians of the CAHSEE requirement is required by law and is an important part of ensuring student success on this examination. The more information an LEA provides to parents and guardians, the greater the opportunity parents and guardians will have to participate in preparing their children for success on the examination. In addition, increased communication may help to better connect parents or guardians to their child's school and LEA.

LEAs are encouraged to use a variety of methods throughout the school year to inform parents and guardians about the CAHSEE. This packet includes an overview of the CAHSEE, sample notification flyers, sample parent and guardian letters, an information brochure for parents and guardians, and sample school/home newsletter inserts.

Materials in this packet may be used as models for LEAs to inform parents and guardians about the CAHSEE. After LEAs select their CAHSEE administration dates (see page 9), the dates and local contact information can be inserted into the Microsoft Word versions of the sample documents. Translations of the sample documents and the Microsoft Word versions are located on the California Department of Education (CDE) CAHSEE Program Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

In addition to the materials included in this packet, LEA and school staff are encouraged to direct parents, guardians, and students to the CDE frequently asked questions and answers about the CAHSEE on the CDE CAHSEE Frequently Asked Questions Web page at <http://www.cde.ca.gov/ta/tg/hs/faq.asp>. Topics include:

- Questions and Answers for the CAHSEE Exemption for Eligible Students with Disabilities
- Questions and Answers for Parents/Guardians
- Questions and Answers About Individual Student Results
- Questions and Answers About Test Variations
- Questions and Answers for Adult Students
- Questions and Answers for the Writing Task Scoring Process

---

\* Throughout this document, LEAs include school districts, county offices of education, and charter schools that are independent for assessment purposes (i.e., direct funded charter schools).

# **Section 1**

## **Information for Local Educational Agency and School Staff**

**Program Overview**

**Legal Requirements for  
Parent and Guardian  
Notification**

**Notifying Adult Students**

**Testing Dates and  
Guidelines**

# Program Overview

## Purpose

The primary purpose of the CAHSEE is to improve student achievement in public high schools and to ensure that students who graduate from public high schools can demonstrate grade-level competency in reading, writing, and mathematics. The CAHSEE helps identify students who are not developing skills that are essential for life after high school and encourages LEAs to give these students the attention and resources needed to help them achieve these skills.

## CAHSEE Requirement

All California public school students, except eligible students with disabilities, must satisfy the CAHSEE requirement, as well as all other state and local requirements, in order to receive a high school diploma. The CAHSEE requirement can be satisfied by passing the examination, or for eligible students with disabilities, meeting the exemption requirement pursuant to *California Education Code (EC)* Section 60852.3, or receiving a local waiver pursuant to *EC* Section 60851(c)(1).

## Content and Test Question Formats

The examination consists of two parts: English–language arts (ELA) and mathematics.

The ELA portion assesses content standards adopted by the State Board of Education (SBE) on July 9, 2003, through grade ten. The reading standards include: vocabulary, decoding, comprehension, and analysis of information and literary texts. The writing standards cover writing strategies, writing applications, and conventions of standard English (e.g., grammar, spelling, and punctuation). The ELA portion of the CAHSEE includes 79 multiple-choice questions (seven of which are field-test questions and are not scored) and one writing task (essay).

The mathematics portion of the CAHSEE assesses mathematics content standards adopted by the SBE on July 9, 2003, in grades six and seven and Algebra I. The examination includes statistics, data analysis, and probability; number sense; measurement and geometry; algebra and functions; mathematical reasoning; and Algebra I. Students are also asked to demonstrate a strong foundation in computation and arithmetic, including working with decimals, fractions, and percents. The CAHSEE mathematics portion includes 92 multiple-choice questions (12 of which are field-test questions and are not scored).

## Administration of the CAHSEE

State law requires that the CAHSEE be administered only on the dates designated by the State Superintendent of Public Instruction (SSPI). All students are required to take the CAHSEE for the first time in grade ten. Students who do not pass one or both parts of the CAHSEE in grade ten may take the parts not passed up to two times per school year in grade eleven and up to five times per school year in grade twelve. Adult students may take the parts not passed up to three times per school year. Students must retake the examination until the ELA and mathematics parts are passed; however, students may retake only those parts not previously passed.

## Individual Results

Within eight weeks after the examination, LEAs will receive two copies of the CAHSEE Student and Parent Report for each student who took the examination. The LEA will distribute one copy to the student's parents or guardians and place the other copy in the student's permanent record.

## Testing Variations, Accommodations, and Modifications

The CDE has prepared a matrix of testing variations, accommodations, and modifications for the state mandated assessments. The testing variations, accommodations, and modifications matrix (Matrix 2) is located on the CDE CAHSEE Accommodations and Modifications Web page at <http://www.cde.ca.gov/ta/tg/hs/accommod.asp>. More information about test variations can be found on the CDE CAHSEE Frequently Asked Questions Web page at <http://www.cde.ca.gov/ta/tg/hs/faq.asp>.

## Students with Disabilities

Eligible students with disabilities with an active individualized education program (IEP) or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to *EC* Section 60852.3, or
- receiving a local waiver pursuant to *EC* Section 60851(c)(1).

Information for students with disabilities can be found on the CDE Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

*EC* Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The State Board of Education (SBE) can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

### **English Learners**

Students who are English learners must be permitted to take the CAHSEE with certain test variations if used regularly in the classroom. For example, if regularly used in the classroom, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive 6 months of instruction in reading, writing, and comprehension in English (*EC* Section 60852). During this time, they are still required to take the CAHSEE.

### **Federal Accountability and the CAHSEE**

In addition to the use of the CAHSEE as a graduation requirement, the CAHSEE grade ten census administration is used in calculating the Adequate Yearly Progress to meet federal requirements. Students with disabilities are still required to take the CAHSEE in grade ten to meet federal requirements.

# Legal Requirements for Parent and Guardian Notification

At the beginning of the first semester or quarter of the regular school term, the governing board of each LEA is required to notify the parent or guardian of each student regarding rights and responsibilities of the parent or guardian. (See *EC* Section 48980 for more information.) Beginning in grade nine, and each year thereafter, students and their parents or guardians must receive notification regarding the CAHSEE requirement through this annual notification process. (See *EC* Section 48980[e].) If a student transfers from another LEA, notification must be given at the time of enrollment. To meet the minimum legal requirements the notification must include:

- Dates on which the LEA will offer the examination.
- Requirements for passing the examination.
- Consequences of not passing the examination.
- Statement that passing the examination is a condition of graduation.

**Note:** Students with disabilities may be eligible for an exemption of the CAHSEE requirement. Parents or guardians should contact the school counselor or principal in their child's LEA for additional information.

To assist LEAs in the annual CAHSEE notification process that is required beginning in grade nine, a sample notification flyer for students in grades nine through twelve is included in this packet on pages 12 and 13. A sample notification flyer for adult students is located on pages 14 and 15. Once test dates are inserted into these flyers, they meet the minimum legal requirements for CAHSEE notification.



# Notifying Adult Students

Adult students, except eligible adult students with disabilities, are required to pass the CAHSEE to receive a public high school diploma if they are enrolled in an adult school operated by a public LEA. LEAs should notify adult students of the CAHSEE requirement at the time the adult student enrolls in a high school diploma program. Notification should include, at a minimum, the dates on which the LEA will offer the examination, the requirements for passing the examination, and the consequences of not passing the examination. It should also inform adult students that passing the examination is a condition of graduation.

# Testing Dates and Guidelines

The following table contains the dates on which the CAHSEE may be offered by LEAs during the 2014–15 school year, as set by the SSPI. LEAs should select their test dates and insert them into the tables and sample materials that appear in this packet. Microsoft Word versions of the sample materials can be found on the CDE CAHSEE Program Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp> for school LEAs to customize.

**Designated CAHSEE Testing Dates  
for the 2014–15 School Year**

<b>English–Language Arts Tuesday</b>	<b>Mathematics Wednesday</b>
July 22, 2014	July 23, 2014
October 7, 2014	October 8, 2014
November 4, 2014	November 5, 2014
December 6, 2014 (Saturday administration)	December 13, 2014 (Saturday administration)
February 3, 2015	February 4, 2015
March 17, 2015	March 18, 2015
May 12, 2015	May 13, 2015

**Grade Ten Students:** All students, including students with disabilities, must take the CAHSEE for the first time in grade ten to meet federal accountability requirements. LEAs must offer a grade ten census test administration in either February or March 2015. LEAs may provide grade ten students who were absent during the census administration with one make-up opportunity in either March or May 2015.

**Grade Eleven Students:** The CAHSEE may be administered to grade eleven students up to two times per school year for the part(s) of the examination not previously passed. Although grade eleven students may test in successive test administrations, it is recommended that LEAs allow enough time between administrations to receive score reports and provide supplemental instruction.

**Grade Twelve and Adult Students:** The CAHSEE must be offered to grade twelve students at least three and up to five times and adult students up to three times per school year for the part(s) of the examination not previously passed. Although grade eleven, twelve, and adult students may test in successive test administrations, it is recommended that LEAs allow enough time between test administrations to receive score reports and provide supplemental instruction.

Please note that LEAs will receive student results from the May 2015 administration of the CAHSEE in July 2015. **LEAs that wish to have student results back before spring 2015 graduation ceremonies should not select the May 2015 administration option for grade twelve and adult students.**

For further guidance on selecting test dates for the 2014–15 school year, please refer to the *CAHSEE Administration Dates 2014–15* document located on the CDE CAHSEE Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>.

## **Section 2**

### **Materials for Communicating with Parents and Guardians**

Sample Notification Flyers

Sample Reminder Letters

Parent/Guardian Brochure

Newsletter Inserts

# Sample Notification Flyer

## For Students in Grades Nine Through Twelve

Once test dates are placed into this flyer, it meets the minimum legal requirements for CAHSEE notification.

### California High School Exit Examination 2014–15

#### Notice to Parents, Guardians, and Students

All California public school students, except eligible students with disabilities, must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. Students also must meet all other state and local requirements. All students, including English learners, will take the exam for the first time in grade ten. Students who do not pass the exam in grade ten will have more opportunities to retake the part(s) not passed in grades eleven and twelve. Students with disabilities who are eligible for the exemption must still take the CAHSEE in grade ten. This is due to federal laws and is not a condition of graduation. To learn more about test dates and guidelines go to the California Department of Education (CDE) Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>.

#### Subjects Covered on the CAHSEE

The exam consists of two parts. The first part includes English–language arts (reading and writing). The second part covers mathematics. All questions are aligned to California’s content standards adopted by the State Board of Education (SBE) on July 9, 2003. The English–language arts portion of the CAHSEE tests California’s English–language arts content standards through grade ten. The mathematics portion tests mathematics content standards from grades six and seven, and Algebra I. More information about the content standards covered on the exam can be found online. You can download the CAHSEE exam blueprints from the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

#### Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher on each part of the CAHSEE (English–language arts and mathematics) to pass the exam. Students do not need to pass both parts of the exam during the same test administration to satisfy the CAHSEE requirement.

#### Students with Disabilities

Eligible students with disabilities with an active individualized education program (IEP) or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to California *Education Code* (EC) Section 60852.3, or
- receiving a local waiver pursuant to EC Section 60851(c)(1).

Information for students with disabilities can be found on the CDE Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

EC Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The SBE can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

### Test Variations for Students who are English Learners

Students who are English learners must be allowed to take the CAHSEE with certain test variations. These apply if used regularly in the classroom. For example, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive 6 months of instruction in reading, writing, and comprehension in English (*EC* Section 60852). During this time, they are still required to take the CAHSEE. All students must pass the CAHSEE in English to receive their high school diploma.

### Testing Dates

The CAHSEE will be administered at the school site during regular school hours on the dates specified in the chart below. Students in grade ten must take the CAHSEE in **(insert February or March here)** 2015. For grade ten students who are absent, a make-up will be offered in **(insert March or May here)**. Grade eleven and twelve students who have not passed one or both parts of the CAHSEE will be offered the exam on the dates listed in the chart below.

**2014–15 Designated CAHSEE Testing Dates<sup>1</sup>**

English–Language Arts	Mathematics	Administered To
Tuesday	Wednesday	
(Insert date)	(Insert date)	(Insert grade[s] tested)

<sup>1</sup> If your school will offer the December 2014 CAHSEE test administration, please specify that the administration will be held on two consecutive Saturdays.

### Additional Information

For the latest information regarding the CAHSEE, please visit the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>. If you have any further questions about the CAHSEE, please contact our school office at **(insert phone number)**.

# Sample Notification Flyer

## For Adult Students

Once test dates are inserted into this flyer, it meets the minimum legal requirements for CAHSEE notification.

## California High School Exit Examination 2014–15

### Notice to Adult Students

All California adult students at schools operated by a public school district must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. Students also must meet state and local graduation requirements. This requirement includes adult students who attend a community college that is offering a high school diploma through a public school district. Eligible students with disabilities are exempt from passing the exam.

### Subjects Covered on the CAHSEE

The exam consists of two parts. The first part includes English–language arts (reading and writing). The second part covers mathematics. All questions are aligned to California’s content standards adopted by the State Board of Education (SBE) on July 9, 2003. The English–language arts portion of the CAHSEE tests California’s English–language arts content standards through grade ten. The mathematics portion tests mathematics content standards from grades six and seven, and Algebra I. More information about the content standards covered on the exam can be found online. You can download the CAHSEE exam blueprints from the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

### Requirements for Passing the CAHSEE

Adult students must earn a score of 350 or higher on each part of the CAHSEE (English–language arts and mathematics) to pass the exam. Students do not need to pass both parts of the exam during the same test administration to meet the CAHSEE requirement.

### Adult Students with Disabilities

Eligible adult students with disabilities with an active individualized education program (IEP) or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to *California Education Code (EC)* Section 60852.3, or
- receiving a local waiver pursuant to *EC* Section 60851(c)(1).

Information for students with disabilities can be found on the CDE Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

EC Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible adult students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the adult student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The SBE can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that adult students with disabilities must be permitted to use if specified in the student’s IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom

instruction and assessments. Adult students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Adult students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

### Test Variations for Students who are English Learners

Adult students who are English learners must be allowed to take the CAHSEE with certain test variations. These variations apply if used regularly in the classroom. For example, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

### Testing Dates

As an adult student you will have three opportunities to take the CAHSEE during the 2014–15 school year. You can take the CAHSEE at **(insert testing location and times for your school or school district)** on the dates specified below:

**2014–15 Designated CAHSEE Testing Dates<sup>1</sup>**

English–Language Arts	Mathematics	Administered To
Tuesday	Wednesday	
(Insert date)	(Insert date)	(Insert grade[s] tested)

<sup>1</sup> If your school will offer the December 2014 CAHSEE test administration, please specify that the administration will be held on two consecutive Saturdays.

### Additional Information

For the latest information regarding the CAHSEE, please visit the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>. If you have any further questions about the CAHSEE, please contact our school **(insert phone number)**.

# Sample Reminder Letter

## For Students in Grades Nine through Twelve

LEAs are encouraged to send/distribute this letter to parents or guardians four to six weeks before testing begins as a reminder that their child will be taking the CAHSEE.

(Insert date)

Dear Parent or Guardian:

This letter is being sent to remind you that your child will take the California High School Exit Examination (CAHSEE) on **(insert test dates here)**. The exam will be given at the school site during regular school hours. It is important that your child be present on test days.

The primary purpose of the CAHSEE is to make sure that students who graduate from high school can show that they are performing at grade level on California's content standards adopted by the State Board of Education (SBE) on July 9, 2003. The content standards on the CAHSEE include reading, writing, and mathematics. Standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

The exam consists of two parts. The first part includes English–language arts (reading and writing). The second part covers mathematics. All questions are aligned to California's content standards adopted by the SBE.

All students must satisfy the CAHSEE requirement to earn a high school diploma. Students also must meet all other state and local requirements. Students must take the CAHSEE in grade ten to meet federal requirements. This requirement includes students who are English learners and students with disabilities.

Our school district will receive student results within eight weeks of the test administration. Your child's results will be sent to your home. Students who do not pass one or both parts of the CAHSEE will have additional opportunities to retake the part(s) not yet passed.

Eligible students with disabilities with an active individualized education program (IEP) or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to California *Education Code* (EC) Section 60852.3, or
- receiving a local waiver pursuant to EC Section 60851(c)(1).



Information for students with disabilities can be found on the California Department of Education (CDE) Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

*EC* Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The SBE can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

For more information about the CAHSEE and your child's participation, contact our school office during regular school hours at **(insert phone number here)**. Additional information about the CAHSEE can be found on the California Department of Education CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>.

Sincerely,

Superintendent/Principal  
LEA or School Name

# Sample Reminder Letter

## For Adult Students

LEAs are encouraged to send/distribute this letter to adult students four to six weeks before testing begins as a reminder of the upcoming administration of the CAHSEE.

(Insert date)

Dear (Insert student name):

This letter is being sent to remind you that you are scheduled take the California High School Exit Examination (CAHSEE) on **(insert test dates here)**. The exam will take place at **(insert location of examination)**. The exam will start at **(insert time)**.

The primary purpose of the CAHSEE is to make sure that students who graduate from high school can show that they are performing at grade level on California's content standards adopted by the State Board of Education (SBE) on July 9, 2003. The content standards on the CAHSEE include reading, writing, and mathematics. Standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

The exam consists of two parts. The first part includes English–language arts (reading and writing). The second part covers mathematics. All questions are aligned to California's content standards adopted by the State Board of Education (SBE).

All California adult students at schools operated by a public school district must pass the CAHSEE to receive a high school diploma. Students also must meet state and local graduation requirements. This requirement includes adult students who attend a community college that is offering a high school diploma through a public school district.

Our school district will receive student results within eight weeks of the test administration. Your results will be sent to your home. If you do not pass one or both parts of the CAHSEE, you will have additional opportunities to retake the part(s) not yet passed.

Eligible adult students with disabilities with an active individualized education program (IEP) or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to *California Education Code (EC)* Section 60852.3, or
- receiving a local waiver pursuant to *EC* Section 60851(c)(1).

Information for students with disabilities can be found on the California Department of Education (CDE) Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

*EC* Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible adult students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the adult student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The SBE can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that adult students with disabilities must be permitted to use if specified in the student's IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Adult students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Adult students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

For more information about the CAHSEE, contact your school during regular school hours at (insert phone number here). Additional information about taking the CAHSEE as an adult student can be found on the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseeadultqa09.asp>.

Sincerely,

Superintendent/Principal  
LEA or School Name

or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to California *Education Code (EC)* Section 60852.3, or

- receiving a local waiver pursuant to *EC* Section 60851(c)(1).

Information for students with disabilities can be found on the CDE Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

*EC* Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The State Board of Education (SBE) can extend the exemption one additional year if needed to implement the alternative means assessment.

#### **What is done to assist students with disabilities when taking the CAHSEE?**

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a

passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

#### **What is done to assist English learner students who are taking the CAHSEE?**

Students who are English learners must be allowed to take the CAHSEE with certain test variations. These variations apply if used regularly in the classroom. For example, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive 6 months of instruction in reading, writing, and comprehension in English (*EC* Section 60852). During this time, they are still required to take the CAHSEE. All students must pass the CAHSEE in English to receive their high school diploma.

#### **For more information...**

Visit the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>

or

Contact your child's teachers, principal, or counselor.

# California High School Exit Examination (CAHSEE)

## Information for Parents and Guardians for the 2014–15 School Year

Prepared by  
California Department of Education

May 2014

# Information for Parents and Guardians

## What is the CAHSEE?

State law allowed for the creation of the California High School Exit Examination (CAHSEE) in 1999.

All California public school students, except eligible students with disabilities, must pass the CAHSEE to receive a high school diploma. Students also must meet state and local requirements.

The primary purpose of the CAHSEE is to make sure that students who graduate from high school can show that they are performing at grade level on California's content standards. The content standards on the CAHSEE include reading, writing, and mathematics. Standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

## What subjects does the CAHSEE cover?

The exam consists of two parts. The first part includes English–language arts (reading and writing) content standards through grade ten. The reading section covers:

- Vocabulary
- Informational reading comprehension
- Literary response and analysis

The writing section covers:

- Writing strategies
- Writing applications
- Written and oral English language conventions

The other part of the CAHSEE addresses California's mathematics content standards in grades six and seven and Algebra I, including the following:

- Statistics, data analysis, and probability
- Number sense

- Measurement and geometry

- Algebra and functions

- Mathematical reasoning

- Algebra I

Students must show computational skills and a foundation of knowledge in arithmetic including working with decimals, fractions, and percentages.

## What kinds of questions are on the CAHSEE?

The English–language arts part of the CAHSEE includes multiple-choice questions and a writing task (essay). The mathematics part includes all multiple-choice questions. All questions on the test are in English.

## When is the CAHSEE administered?

The CAHSEE is administered at the school site during regular school hours on the State Superintendent of Public Instruction approved dates chosen by your school district. The English–language arts part is administered on the first day of testing. The mathematics part is administered on the second day. All students must take the CAHSEE for the first time in grade ten.

A scale score of 350 or higher is required on each part of the CAHSEE to pass. Students do not need to pass both parts of the CAHSEE during the same test administration. Students who do not pass one or both parts in grade ten will have additional chances in grade eleven and in grade twelve, if needed. Students who have not passed one or both parts by the end of grade twelve may contact their school or school district to inquire about options available to them.

## When do parents or guardians receive their child's results?

Within eight weeks, school districts will receive CAHSEE Student and Parent reports. The school district will send one copy to the student's parents or guardians and place the other copy in the student's permanent record.

## Does passing the CAHSEE guarantee that a student will receive a high school diploma?

No. Passing the CAHSEE is just one requirement for graduating from high school. Students also must meet all other state and local requirements to receive a diploma.

## How can parents or guardians help their child prepare for the CAHSEE?

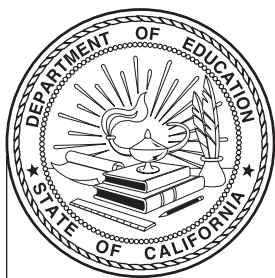
The best preparation for the CAHSEE is good instruction. Parents or guardians should talk with their child's teachers or principal about the English–language arts and mathematics content standards being taught at the school. The California Department of Education (CDE) has released sample CAHSEE test questions and CAHSEE study guides. These can be used to help students, parents, and guardians prepare for the CAHSEE. These materials can be found on the CDE CAHSEE Program Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

Some children may need extra help to pass the CAHSEE. Parents or guardians should ask school officials about additional learning opportunities provided by the school.

## Are students with disabilities required to pass the CAHSEE?

Eligible students with disabilities with an active individualized education program (IEP)





# Spotlight on CAHSEE

## What Is the CAHSEE?

State law allowed for the creation of the California High School Exit Examination (CAHSEE) in 1999.

All California public school students, except eligible students with disabilities, must pass the CAHSEE to graduate. Students also must meet state and local requirements.

The primary purpose of the CAHSEE is to make sure that students who graduate from high school can show that they are performing at grade level on California's content standards. The content standards on the CAHSEE include reading, writing, and mathematics. Standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

### Examination Overview

The exam consists of two parts. The first part includes English–language arts (reading and writing). The second part covers mathematics. All questions are aligned to California's content standards adopted by the State Board of Education (SBE) on July 9, 2003. The English–language arts portion of the CAHSEE tests California's English–language arts content standards through grade ten. The mathematics portion tests mathematics content standards from grades six and seven, and Algebra I. More information about the content standards covered on the exam can be found online. You can download the CAHSEE exam blueprints from the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

Our school district will receive student results within eight weeks. Students must earn a score of 350 or higher on each part of the CAHSEE (English–language arts and mathematics) to pass. This means a student must get approximately 60 percent correct in English–language arts and 55 percent correct in mathematics. Students who do not pass the exam in grade ten will have more chances in grades eleven and twelve to retake the part(s) not passed.

### 2014–15 CAHSEE Testing Dates

The CAHSEE testing dates at our school for the 2014–15 school year are as follows:

#### ■ Grade Ten Students

All grade ten students will take the CAHSEE in **(insert February or March here) 2015**. For grade ten students who are absent, a make-up will be offered in **(insert March or May 2015 here)**.

#### ■ Grade Eleven Students

Grade eleven students who have not passed one or both parts of the CAHSEE can take the CAHSEE on **(insert test date here)** and will have an additional opportunity, if needed, on **(insert test date here)**.

#### ■ Grade Twelve Students

Grade twelve students who have not passed one or both parts of the CAHSEE may take the CAHSEE on **(insert test date here)** and will have additional opportunities, if needed, on **(insert additional fall and spring opportunities here)**.

■ **Adult Students**

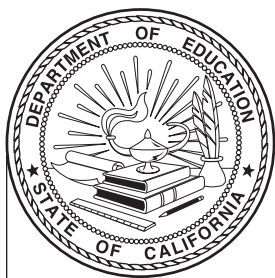
Adult students who have not passed one or both parts of the CAHSEE may take the CAHSEE on **(insert test date here)** and will have additional opportunities, if needed, on **(insert additional fall and spring opportunities here)**.

We will continue to keep students, parents, and guardians informed about this important examination. More information about the CAHSEE is posted on the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>. If you have any questions about the CAHSEE, please contact our school office at **(insert telephone number)**.

**2014–15 Designated CAHSEE Testing Dates<sup>1</sup>**

English–Language Arts	Mathematics	Administered To
Tuesday	Wednesday	
(Insert date)	(Insert date)	(Insert grade[s] tested)

<sup>1</sup> If your school district will offer the December 2014 CAHSEE test administration, please specify that the administration will be held on two consecutive Saturdays.



# Spotlight on CAHSEE

## What Kinds of Questions Are on the CAHSEE?

The California High School Exit Examination (CAHSEE) is a graduation requirement for all public school students. Eligible students with disabilities are exempt. The exam consists of two parts: English–language arts and mathematics.

The primary purpose of the CAHSEE is to make sure that students who graduate from high school can show that they are performing at grade level on California’s content standards. The content standards on the CAHSEE include reading, writing, and mathematics. Standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

### English–Language Arts

The English–language arts part of the CAHSEE tests California’s English–language arts content standards through grade ten. The reading section includes vocabulary, decoding, comprehension, and analysis of informational and literary texts. This section includes about 50 percent literary texts and 50 percent informational texts. The writing section covers writing strategies, applications, and the conventions for standard English (e.g., grammar, spelling, and punctuation). The CAHSEE English–language arts portion includes 79 multiple-choice questions. Seven are field-test questions and are not scored. This section also includes one writing task (essay).

The reading section covers:

- Word analysis, fluency, and systematic vocabulary development
- Informational reading comprehension
- Literary response and analysis

The writing section covers:

- Writing strategies
- Writing applications
- Written and oral English language conventions

### Mathematics

The mathematics part of the CAHSEE tests California’s mathematics content standards in grades six and seven and Algebra I.

The mathematics portion covers:

- Statistics, data analysis, and probability
- Number sense
- Measurement and geometry
- Algebra and functions
- Mathematical reasoning
- Algebra I



Students must demonstrate computational skills and a foundation of knowledge in arithmetic. These skills include working with decimals, fractions, and percentages.

The CAHSEE mathematics portion includes 92 multiple-choice questions. Twelve questions are field-test questions and are not scored.

More information about the number and types of questions covered on the CAHSEE can be found in the CAHSEE exam blueprints and released test questions. These documents are located on the CDE CAHSEE Program Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.



# Spotlight on CAHSEE

## What If My Child Does Not Pass the CAHSEE?

The California High School Exit Examination (CAHSEE) is a graduation requirement for all public school students. Eligible students with disabilities are exempt. All students take the CAHSEE for the first time in grade ten. This allows students enough time for preparation and multiple chances to pass the exam before they graduate.

### Additional Opportunities

Students who do not pass one or both parts of the CAHSEE in grade ten will have additional opportunities to take the part(s) they have not previously passed. Students who have passed

one part of the CAHSEE will not have to retake that part. Grade eleven students may take the CAHSEE up to two times per school year for the part(s) of the exam not previously passed. Grade twelve students may take the CAHSEE at least three times but not more than five times during the 2014–15 school year.

If your child did not pass one or both parts of the CAHSEE, the school will automatically register your child to take the next administration of the CAHSEE until he or she has passed both parts. It is important that your child attends school on test days.

**2014–15 Designated CAHSEE Testing Dates<sup>1</sup>**

English–Language Arts	Mathematics	Administered To
Tuesday	Wednesday	
(Insert date)	(Insert date)	(Insert grade[s] tested)

<sup>1</sup> If your school district will offer the December 2014 CAHSEE test administration, please specify that the administration will be held on two consecutive Saturdays.

## CAHSEE Resources

The California Department of Education (CDE) Web site includes resources students may use to prepare for the CAHSEE. The following resources may be downloaded from the CDE CAHSEE Program Resources Web page at [www.cde.ca.gov/ta/tg/hs/resources.asp](http://www.cde.ca.gov/ta/tg/hs/resources.asp).

- **CAHSEE English–language arts or mathematics study guides**  
The guides include a practice test; additional sample questions; explanations to mathematics questions; and strategies for solving English–language arts questions. The guides are designed to help students pass the CAHSEE.
- **CAHSEE Released Test Questions**  
These documents include released test questions that have appeared on the English–language or and mathematics portions of the exam from 2000–01 through the 2007–08 school year. Students may use the released questions to help prepare for the exam.

## Options for Students Who Have Not Passed

Students, including English learners, who have not passed one or both parts of the CAHSEE by the end of grade twelve should contact their school or school district. The school or district will be able to provide options available to them.

In addition, the CDE CAHSEE Web page <http://www.cde.ca.gov/ta/tg/hs/studentoptions.asp> includes a list of possibilities currently available for a California student to pursue a diploma or equivalent without having passed the CAHSEE.

For more assistance please contact our school office at **(insert phone number)**.



# Spotlight on CAHSEE

## What Is Done to Help Students Who Need Assistance When Taking the CAHSEE?

All California public school students must pass the California High School Exit Examination (CAHSEE) to earn a diploma. Students must also meet state and local requirements. Eligible students with disabilities are exempt from passing the CAHSEE according to California *Education Code (EC)* Section 60852.3 (see Students with Disabilities section).

The California Code of Regulations, Title 5, (CAHSEE Regulations) describe test variations for students taking the CAHSEE. This includes all students, students eligible according to their individualized education program (IEP) or Section 504 plan, and students who are English learners. The CAHSEE regulations are posted on the CDE CAHSEE Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>.

### Test Variations for All Students

Test variations for all students include:

- Extra time within the testing day
- Marking in the test booklet
- Receiving simplified or clarified directions

### Test Variations for Eligible Students

Examples of test variations for students who regularly use them in the classroom include:

- Special or adaptive furniture
- Special lighting or acoustics
- Testing individually in a separate room

### Test Variations for Students who are English Learners

Students who are English learners must be permitted to take the CAHSEE with certain test variations if used regularly in the classroom. For example, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive 6 months of instruction in reading, writing, and comprehension in English (*EC* Section 60852). During this time, they are still required to take the CAHSEE.

### Students With Disabilities

Eligible students with disabilities with an active IEP or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to *EC* Section 60852.3, or
- receiving a local waiver pursuant to *EC* Section 60851(c)(1).

*EC* Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive

a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The State Board of Education (SBE) can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments.

## Accommodations for Students With Disabilities

An accommodation is a change in the testing environment or process that does not alter what the CAHSEE measures. It also does not affect the comparability of scores. Examples of accommodations for the CAHSEE include:

- Using a braille transcription.
- Having the mathematics part of the test read to the student or having it orally presented on an audio CD.
- Having extra time beyond the school day to complete the exam.

Students who use an accommodation and earn a score of 350 or higher have passed that part of the exam.

## Modifications for Students With Disabilities

A modification is a change in the testing environment that fundamentally alters what the CAHSEE measures. It also affects the comparability of scores. Examples of modifications for the CAHSEE include:

- Using a calculator on the mathematics part of the exam.
- Having the English–language arts part of the exam read to the student or having it presented on an audio CD.
- Using Manually Coded English or American Sign Language to present the English–language arts test questions to the student.

Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed the exam. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

You can learn more about exemptions, accommodations, modifications, and the local waiver process online. You can go to the CDE Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>.

# Resources

Glossary of Terms and  
Acronyms

Resources Available on  
the Internet

# Glossary of Terms and Acronyms

## Exemption

EC Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation for eligible students with disabilities who have an IEP or Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive a high school diploma, and has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015, unless the SBE extends the implementation of the alternative means assessment one additional year.

## Released Test Questions

Released test questions (RTQs) are selected questions taken from prior test administrations of the CAHSEE in English–language arts and mathematics. These questions cover a selection of California State Board of Education-adopted content standards, demonstrate a range of difficulties, and represent a variety of ways in which content standards can be assessed. Because RTQs are released to the public, they will not appear on future test administrations of the CAHSEE. The CAHSEE RTQs can be found on the CDE CAHSEE Program Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

## Local Waiver

A local waiver is a process LEAs can use to allow certain students with disabilities, who took the CAHSEE with a modification and received a 350 or higher, from meeting the CAHSEE requirement\*. EC Section 60851(c)(1) permits local school boards to grant a local waiver of the CAHSEE requirement to students with disabilities who take the CAHSEE using modifications and receive the equivalent of a passing score.

*\* If a student used a modification on the CAHSEE and received a 350 or higher, they have not met the requirement and their principal must submit a request to their local school board to waive the CAHSEE requirement.*

# Resources Available on the Internet

The following Web pages provide additional information and resources for schools, LEA personnel, parents, guardians, and students regarding the CAHSEE.

**Accommodations and Modifications**

<http://www.cde.ca.gov/ta/tg/hs/accommod.asp>

**Adequately Yearly Progress (AYP)**

<http://www.cde.ca.gov/ta/ac/ay/>

**California High School Exit Examination (CAHSEE)**

<http://www.cde.ca.gov/ta/tg/hs/>

**CAHSEE Exam Blueprints**

<http://www.cde.ca.gov/ta/tg/hs/resources.asp>

**CAHSEE Frequently Asked Questions**

<http://www.cde.ca.gov/ta/tg/hs/faq.asp>

**CAHSEE Program Notes and Legal Updates**

<http://www.cde.ca.gov/ta/tg/hs/updates.asp>

**CAHSEE Questions and Answers for Adult Students**

<http://www.cde.ca.gov/ta/tg/hs/cahseeadultqa09.asp>

**CAHSEE Regulations**

<http://www.cde.ca.gov/ta/tg/hs/admin.asp>

**CAHSEE Released Test Questions**

<http://www.cde.ca.gov/ta/tg/hs/resources.asp>

**CAHSEE Questions and Answers for the Writing Task Scoring Process**

<http://www.cde.ca.gov/ta/tg/hs/scoringprocess.asp>

**CAHSEE Study Guides**

<http://www.cde.ca.gov/ta/tg/hs/resources.asp>



**CAHSEE Summary Reports**

<http://cahsee.cde.ca.gov/reports.asp>

**CAHSEE Teacher Guides**

<http://www.cde.ca.gov/ta/tg/hs/resources.asp>

**Content Standards**

<http://www.cde.ca.gov/be/st/ss/>

**DataQuest Parents Reference Page**

<http://dq.cde.ca.gov/dataquest/DQP.asp>

**Students with Disabilities - CAHSEE Exemptions and Waivers**

<http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>

**Questions and Answers regarding the CAHSEE Exemption for Eligible  
Students with Disabilities**

<http://www.cde.ca.gov/ta/tg/hs/cahseefaqexempt.asp>